

PALOS VERDES PENINSULA SUMMER SCHOOLS FACULTY HANDBOOK

SUMMER SESSION 2021

Important Dates to Remember

June 11	Online registration site closes at 5 pm.
June 21	First day of classes
June 22	Last day to add/change first semester classes
June 23	Last day to add/change a yearlong class
June 29	End of first quarter. Progress reports due end of school day (all students).
July 1	Last day to withdraw/audit first semester classes
July 9	Last day of first semester. ATTENDANCE IS MANDATORY* Faculty Meeting
July 12	First day of second semester
July 13	Last day to add/change second semester classes
July 20	End of third quarter. progress reports due end of school day (all students)
July 22	Last day to withdraw/audit second semester classes
July 29	Last day of classes – ATTENDANCE IS MANDATORY*
Sept 1	Deadline to challenge a recorded grade

*All students are required to attend the last day of summer school
July 9th for 1st semester
July 29th for yearlong and 2nd semester classes.

ATTENDANCE

Tardy

Arrival to class after the tardy bell, but not later than 5 minutes

All online classes begin at 8:00am ... online teachers will determine break time & specify return time to avoid tardiness

½ Day Absence

Arrival to class more than 5 minutes late at either before school or after the break – two ½ day absences = one absence

4 tardies = 1 absence

4 tardies + 1 absence = 2 absences

2 tardies = ½ day absence

2 tardies + ½ day = 1 absence

6 tardies = 1 ½ days absence

8 tardies = 2 days absence

Yearlong Class

Dismissal will result in any combination of absences and/or tardies that exceeds the equivalent of 2 absences. Absences/tardies are accumulative for the six weeks.

Maximum tardies = 8

Maximum absences = 2 days of absence

Semester Class:

Dismissal will result with any combination of absences and/or tardies that exceed the equivalent of one (1) day of absence.

Maximum tardies = 4

Maximum absences = 1 day of absence or combination

Truancy/Class "cut"

1 truancy ("cut") = a full day of absence

TEXTBOOKS, ROOM SECURITY, CONFIRMATION LETTER

TEXTBOOKS

Textbooks will be distributed from the high school library to the students on the first day of school. As in the past, textbooks will be scanned and issued directly to the student. However, it remains the teachers' responsibility to keep track of books. The distribution schedule will be available at the faculty meeting before the first day of school. Distribution of textbooks for online students will be done prior to the start of each semester by means of student/parent pickup via "drive through" procedure conducted in front of the Peninsula High School gymnasium.

- If a new student attempts to enter class without a textbook, call the office (ext. 42681) for textbook information.
- When a student checks out of a class to enter a different class they are to return the textbook to the library. The student is responsible for the book.
- When a student withdraws from school, check the book number to be sure the student has the correct textbook before checking off "Returned Book" on the withdrawal form. After you check the book, the student turns it in to the office or to the library. Note your action on your textbook list.
- Lost books: Another book will be assigned after the student has paid for the lost book. Send the student to the office.
- Textbooks will be collected on July 9 for Semester 1 classes and July 29/30 for Semester 2 classes. Collection of textbooks from online students will be done on July 8 for Semester 1 classes and July 28 for Semester 2 classes via a "drive through" procedure conducted in front of the the Peninsula High School gymnasium.
- When a student has not returned the assigned book, be certain to get name, address, and telephone number of the student. Check names and numbers carefully. Enter information on the form provided with the end of summer

check out materials. Make sure students understand that grades will be withheld pending recovery of the book or payment for the book.

- At the end of summer school, turn in all textbooks found in your room. If you have extra textbooks, be sure the books are returned. PVPSS is charged for all books not scanned in at the close of summer school.
- When a student stops coming to your class without checking out, turn in to the office the student's name, book#, address and telephone number immediately.

ROOM SECURITY

- It is important to maintain room security throughout the summer. It is essential that you lock the door whenever you leave the room and that you do not leave students in the room without supervision.
- We will have more than adequate security. If you need to leave your room for any reason please call the office for someone to supervise your classroom while you are out. Do not leave students unattended.

ADMISSION/CODE OF CONDUCT AGREEMENT & RESPONSIBLE USE GUIDELINES

Part of the students' registration process includes the Student/Parent electronic sign off of an agreement to adhere to the Admission/Code of Conduct & Responsible Use Guidelines. The letter becomes a "handbook" for parents and students alike. Students are held accountable for their behavior and their responsible use of technology as outlined within the Code of Conduct and Responsible Use Guidelines.

COST AND COMMUNICATION WITH PARENTS

The cost of summer school this year is as follows with additional lab fee for materials.

Online (Year-long) - \$750

Online (Semester) - \$375

Onsite at Peninsula High School (Year-long) \$900

Onsite at Peninsula High School (Semester) \$450.00

In many cases parents are paying up to \$900 for the six weeks and may have more than one child in school. When a student encounters difficulty during the summer, realizing that investment increases our responsibility to the student and the parent to communicate at the first indication of trouble. Parents have been most cooperative whenever teachers have tried to keep them informed and have solicited the parents' support. You have been provided with parent contact information and we expect that you will provide your contact information to the parent. The use of email will likely be the most effective and efficient form of communication between home and school.

END OF SEMESTER PROCEDURES

FINAL EXAMS

All teachers are expected to give some type of final assessment on the last day of the semester and all students are expected to be in class on the last day of each semester.

There are no make-ups for final exams and students may not take finals early. It is appropriate to give part of the exam on the day before, but a significant portion of the must remain for the last day.

Students NOT attending on the last day of school will receive a zero for that portion of the exam missed. Students must be in school on the final day.

It is expected that yearlong classes end the first semester the same date as semester classes.

SEMESTER CLASSES

- Finals may not be given early.
- If you are teaching a semester class, you must collect all books, turn in grades, etc.
- There are no report cards given at this time. All grades are available for viewing on the aeries parent/student portal. Report cards are **ONLY ISSUED** at the conclusion of summer school for students who request one as they are enrolled in a school outside of PVPUSD.
- Check for lost books before the last day of the semester. Be sure to check numbers carefully.
- Missing books must be reported immediately. Students will not receive grades until debts are cleared. Books may be paid for at the time the loss is discovered.
- Teachers not returning for the second semester must check out fully on the final day of first semester.
- Turn in to the office the name, address and telephone number of any student with a lost book.
- Attendance records and citizenship grades must be included on grade rosters. A student with 2 absences must not be given a passing grade in a semester class. A student with tardies and an absence must not be given a passing grade in a semester class. One tardy may be worked off with the student doing class work through 2 break periods, if cleared by an administrator. Citizenship grades are "S" and "U".
- Parents of students who are to receive a "D", "F" or "U" should have been notified in writing and/or by documented phone call.
- Upload final grades, citizenship and attendance and print official grade report. Fill in each item completely and sign the roster.
- Turn in a grade book that clearly shows how students' grades have been determined.
- There should be NO INCOMPLETES.

YEARLONG CLASSES The procedure for yearlong classes does not differ dramatically from the semester classes.

- Students in yearlong classes will not receive a passing grade if absences/tardies total more than the equivalent of 2 day's absence, and will be dropped from the program with no refund. Absences are accumulative in yearlong classes and do not start over at the semester.
- Book numbers need to be checked and lost books reported and paid for by the student.
- Parents of students who are to receive a "D", "F" or "U" must be notified in a timely manner.
- Grade rosters need to be turned in as indicated above.
- Attendance clearly marked. No student with excessive absences/tardies should receive a passing grade.
- Print your official 1st and 2nd semester grade reports to be included in your check out envelope.

END OF SUMMER PROCEDURES

- Procedures for the end of summer school differ only slightly from those at the end of the first semester.
- Everything must be completed and all teachers checked out on the last day of summer school, July 29th.
- Students must be in attendance on the last day of summer school – NO DEALS!
- School will be dismissed at the normal time on the final day of school. Room Inventory must be taken at this time.
- Room Inventory must be taken at this time. Please be diligent in this process. If extra books are found in the room, turn them in to the library.
- Report any damage or items missing that have not been previously reported.
- Checkout for teachers to be determined. Please do not schedule appointments, trips or anything that will cause you to leave early on July 29.

MAKE UP WORK

Students will arrange with the teacher for make-up work and are allowed 1 day for each day absent. Students in semester classes will only have 1 day for make-ups while students in yearlong classes will have up to 2 days for make-up. Make-ups may not extend past the end of summer school. There are no make-ups for finals. In extreme circumstances only the Principal may allow a make-up for a final, but it must be approved before the final. Vacations or sports camps are not causes to be considered.

There is no flexibility in the attendance policy. Do not put yourselves in a compromising position by making exceptions or promises you cannot keep.

Attendance will be taken and recorded in Aeries.

When a student has been tardy 2 times in a semester class, teachers are to remind students of the policy and on the third tardy are to contact parents. It is prudent to document time and date of notification.

In a yearlong class tardies and absences extend over the full six weeks. Students are to be reminded when a pattern seems to be evident or there is a combination of absences and tardies. Parents must be notified while there is time to correct the situation.

With your recommendation a student may make-up one tardy EACH SEMESTER by doing class assignments during 2 break periods. The office staff does not monitor students during the break. Teachers may choose to monitor the students in their classroom.

ATTENDANCE IS REQUIRED ON THE LAST DAY OF CLASS.

ATTENDANCE POLICY:

SEMESTER CLASS

REMOVAL FROM CLASS

1 absence + 1 tardy

2 absences

½ day absence + 3 tardies

YEARLONG CLASS

REMOVAL FROM CLASS

2 absences + 1 tardy

1 absence + 5 tardies

9 tardies

½ day absence + 7 tardies

THE SCHOOL DAY

THE SCHOOL DAY

ONSITE AND ONLINE/SYNCHRONOUS CLASS SCHEDULES – SUMMER 2021

Online 8:00 a.m. – 11:00 a.m. (Synchronous) plus 2.5 hours Asynchronous*

Onsite Block A 7:30 a.m. – 10:30 a.m. plus 2.5 hours Asynchronous*

Onsite Block B 11:00 a.m. – 2:00 p.m. plus 2.5 hours Asynchronous*

**Students will be required to complete additional curricular tasks as assigned, each day during a time of their choosing, in order to comply with required deadlines for submission of assignments. (Asynchronous)*

All teachers (on campus and online) will adhere to the same time frame for providing direct instruction (times may vary slightly due to labs, midterm & final exams, etc.)

Online teachers will provide instruction via TEAMS, ZOOM and/or Google Classroom as their primary means to deliver instruction. Teachers and their students must be visible at all times during the instructional minutes listed above in order to ensure meaningful delivery of instruction and to maintain the highest degree of academic integrity.

Students will be required to receive 5.5 hours of daily curriculum and instruction over the duration of twenty-four days and demonstrate competence in order to earn the equivalent of a yearlong accredited high school course meeting all UC/CSU requirements (twelve days for the equivalent of a semester long course).

Highly qualified and certificated teachers currently employed by the Palos Verdes Peninsula Unified School District during the normal school year will be utilized exclusively to provide all curriculum, instruction and assessment of students.

Teachers and their students will be visible at all times during the instructional minutes listed above in order to ensure meaningful delivery of instruction and to maintain the highest degree of academic integrity.

Strict attendance guidelines have been established to ensure that students meet the necessary requirements for successful completion of the courses in which they are enrolled. No exceptions will be allowed.

Teachers will provide clear and concise expectations for student achievement including standards for grading, deadlines for completion of all work and a schedule of testing which will include mandatory midterm and final exam dates to be administered all of which will be contained within their course syllabus and distributed to students on or before the first day of class.

MISCELLANEOUS

WORK SCHEDULE-Your time to be on campus is from 7:15 am - 2:15 pm. dependent upon your assignment. Traffic in the morning is congested and anyone arriving after 7:15 am will not be on time to class. Traffic does not ease up in the afternoon until after 2:00 pm, so this is a reasonable expectation.

PARKING-PENINSULA Parking will be in the front of the school in the upper faculty parking lot. If possible enter the parking lot from Hawthorne Blvd. Do not park in spaces along the access road parallel to Silver Spur as they are reserved for PVPHS office staff.

FACULTY RESTROOMS-PENINSULA, restrooms are located in both Silver Spur and Hawthorne offices.

PRINTING-Your printing requests should be electronically submitted using the PRINT REQUEST form posted on the website or Q-Direct scanned to the PVPUSD print shop as soon as possible. With reasonable lead-time, items arrive in a timely manner. Each teacher is allowed 1600 copies per semester taught.

SUPPLIES-We will have limited supplies in the office for your use during the summer. We provide Scantrons and basic office needs. Special materials should have been ordered prior to the beginning of summer school. At the end of summer most of your leftover consumable supplies should remain in the classroom. Big items, staplers, hole punchers, etc. are to be returned to PVPSS.

WEEKLY BULLETIN-A weekly bulletin will be published with reminders, deadlines, and other relevant matters of concern.

CALENDAR-You have a calendar as well as flyers to post with deadlines and schedules. Students need to be aware of these dates.

FACULTY MEETINGS-will be conducted via Zoom and everyone is required to attend. We will have a meeting before the start of school

DEPARTMENT MEETING- TBD. The purpose of these meetings is to coordinate the teaching of content standards.

SECURITY PERSONNEL-Our security people are hard workers and are willing to perform most any reasonable task. If you have requests of them, please channel the request through the office. In an emergency, if you cannot get through to the office on the phone, please send a student.

MAKING DEALS-Never tell a student you have room in your class or that you will take that student into your class. The administration will not send a student nor have a parent ask you. When asked by a student or parent, your answer is to refer the parent or student to the office. This is especially true going from first semester to the next.

COFFEE- Due to COVID protocols in place, we are not able to provide our usual coffee and morning snacks on Thursdays, in the summer school office this summer.

REMINDERS

The Peninsula Education Foundation sponsors Palos Verdes Peninsula Summer Schools. Proceeds are donated to the PVPUSD. With lower enrollment again this year we do not have the luxury of a "rich" budget.

PVPSS has honored as many teaching requests as possible, but we are not expecting to subsidize classes with insufficient enrollment.

We are guests at the high school during the summer; please address any problems to the PVPSS summer school office staff. Also, remember to extend extra courtesy to our host staff members.